

Functional Overview

Electronic Document Management (EDM) / Contract Pay

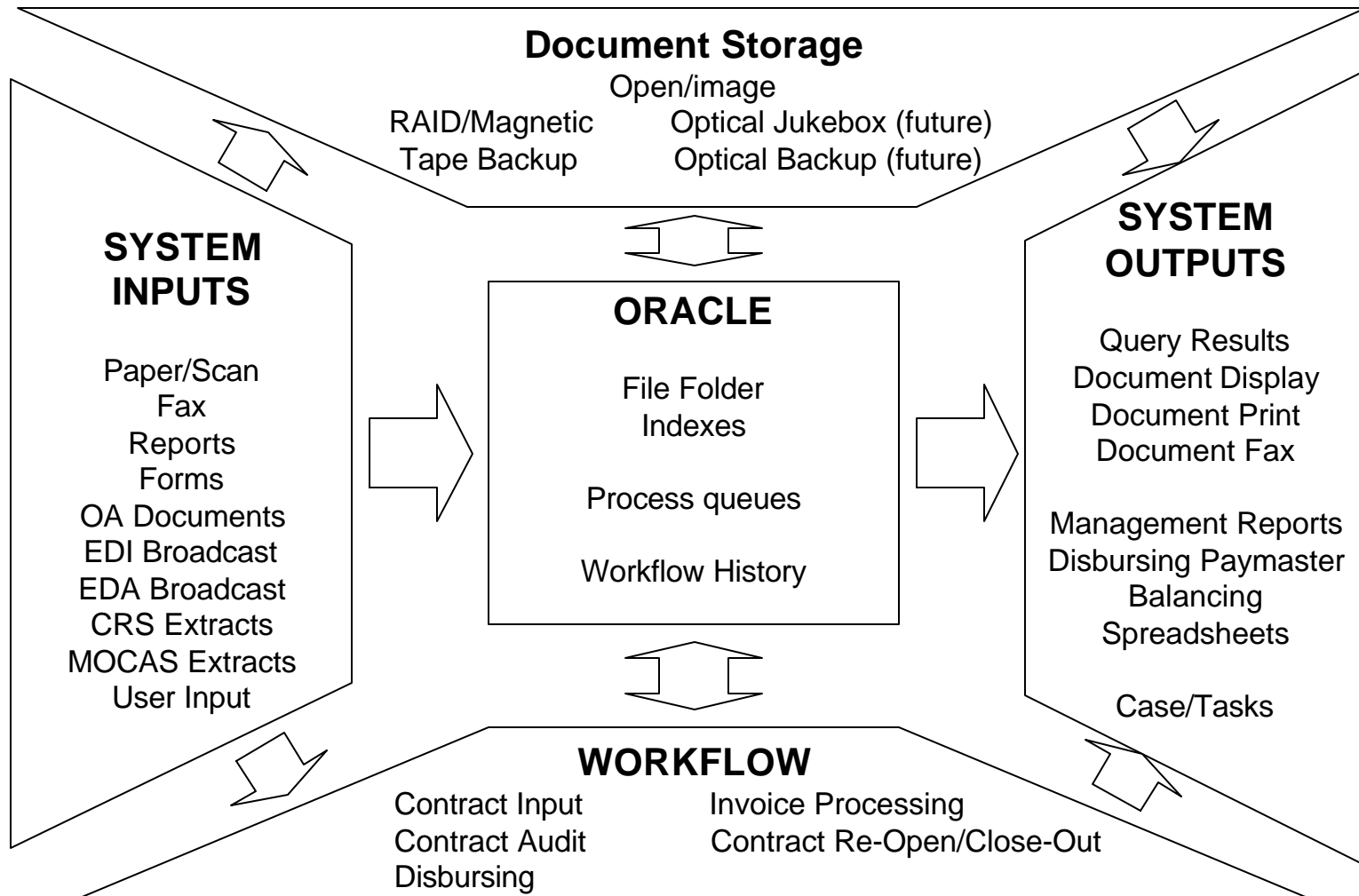
Jim Hunter

EDM Project Manager

DFAS Center for Contract Pay Services

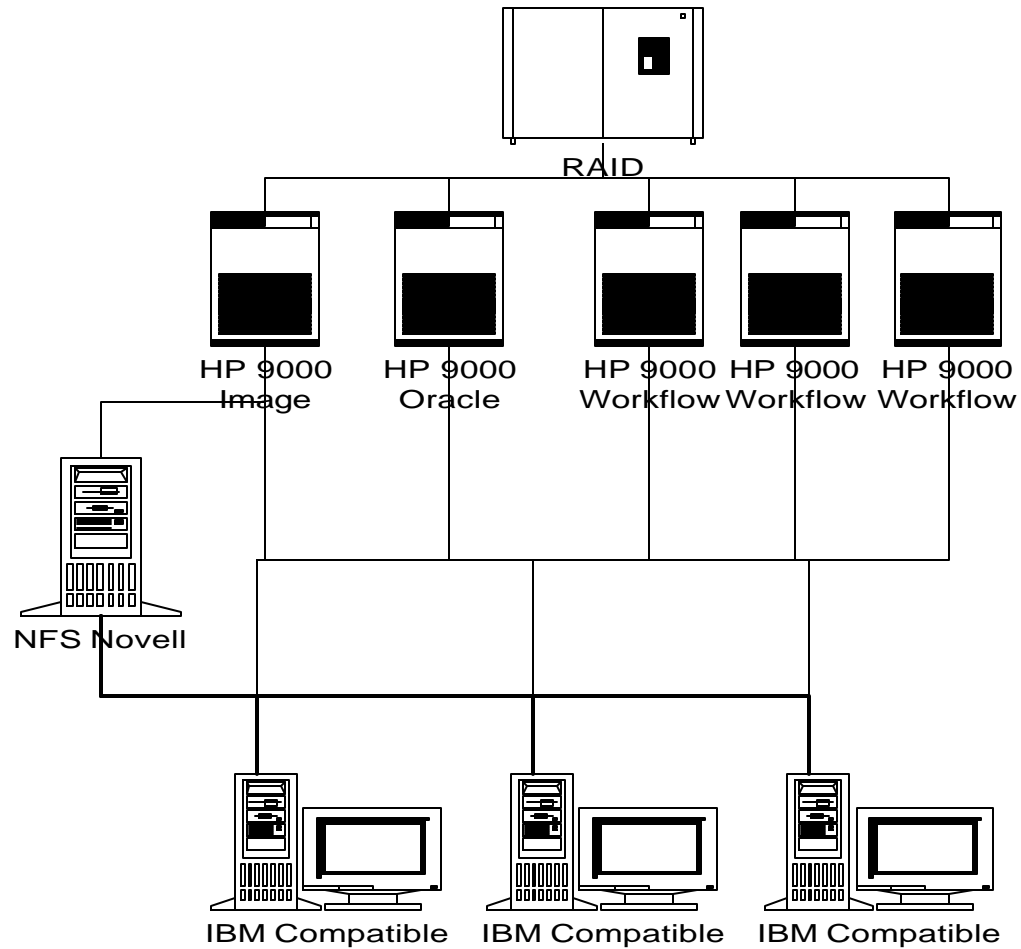
System Architecture Diagram

Electronic Document Management (EDM)/Contract Pay



System Configuration

Electronic Document Management (EDM)/Contract Pay



OPEN/image

Electronic Document Management (EDM)/Contract Pay

- **OPEN/image** is used to manage and retrieve image files. The Document Management service within OPEN/image is a higher-level image access mechanism that enables clients to form logical associations of images into a document organization. Although OPEN/image maintains pointers to image files, it does not manipulate the files. When a document is registered into OPEN/image, it must first be copied to the appropriate file directory, known as Image Stores.

OPEN/workflow

Electronic Document Management (EDM)/Contract Pay

- **OPEN/workflow** is a client/server based suite of applications that enables users in a department or work group to create electronic work packages, called cases, and to route the cases from one person's OPEN/workflow desktop to another for processing.
- **Task**. A task is one step, in a sequence of steps that is to be completed. Each OPEN/workflow task has a name and a priority. A task can either be manual or automated.
- **Case**. A case is a collection of related documents that are moved from task to task along a procedure.
- **Role**. A role is similar to a job description in that it groups participants according to the types of jobs they perform. A task in a procedure is assigned a role and can be performed only by participants who are assigned to that role. Roles can be organized in a hierarchy to reflect the reporting structure of the organization
- **InBasket**. Participants are presented a prioritized list of tasks in the InBasket. It is through the InBasket that participants receive instructions about how to perform a particular task, access relevant host and Custom Applications, and manage tasks by placing them on hold or forwarding them for handling by a supervisor. Only the tasks associated with the same role(s) as the participant appear in the InBasket. Similarly, only tasks derived from cases associated with the same category as the participant appear in the InBasket. Because OPEN/workflow allows participants to be associated with more than one role and more than one category, tasks from multiple roles and categories can appear in a single InBasket.

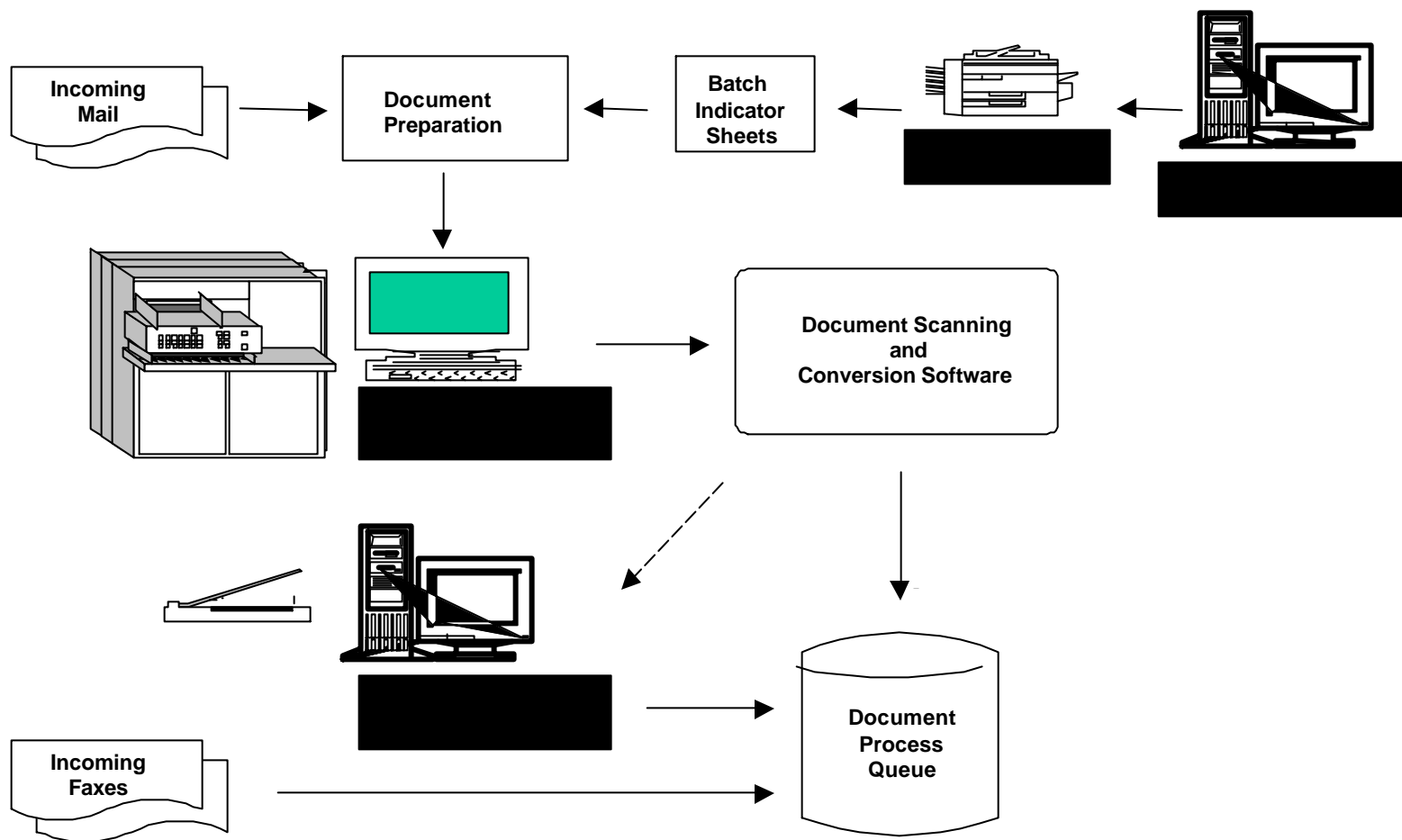
Managing Documents

Electronic Document Management (EDM)/Contract Pay

- **Document Preparation**
- **Document Scanning**
- **Tier 1 Indexing**
- **Tier 2 Indexing**
- **Convenience Scanning**
- **Fax Gateway**

Document Conversion

Document Capture Center (DCC)



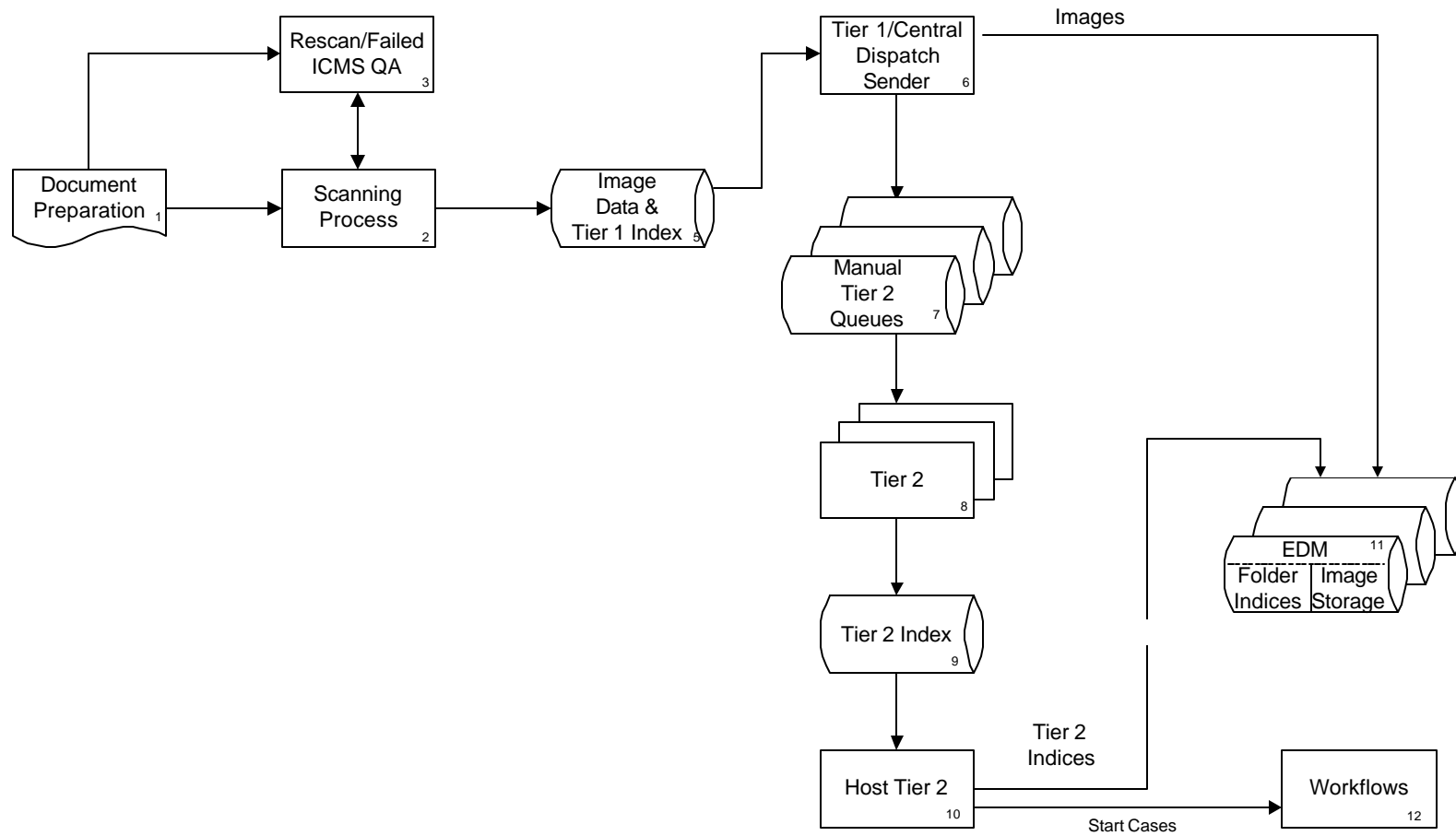
Document Preparation

Electronic Document Management (EDM)/Contract Pay

- Document Preparation is the first step in the conversion of paper documents for use by EDM. Below is an explanation of the specific concepts used in Document Preparation.
- **Document Handling.** Control the physical flow of paper documents throughout the document conversion process. Document handlers pick up documents from the mailroom, deliver the documents to the Document Capture Center, and box completed batches for storage.
- **Document Maintenance.** Make necessary repairs or adjustments to the paper document to ensure that each sheet is accepted by the scanner and produces a usable electronic image.
- **Batching.** The grouping of documents into the three document types: contract, payment, and correspondence. After grouping, the documents are enclosed in color-coded folders each with approximately 65 sheets.
- Document separator sheets are placed between each document within the batch and a Batch Indicator Sheet is placed on top of each batch. The Batch Indicator Sheet is created via barcode generation with information used in the Tier1 process.

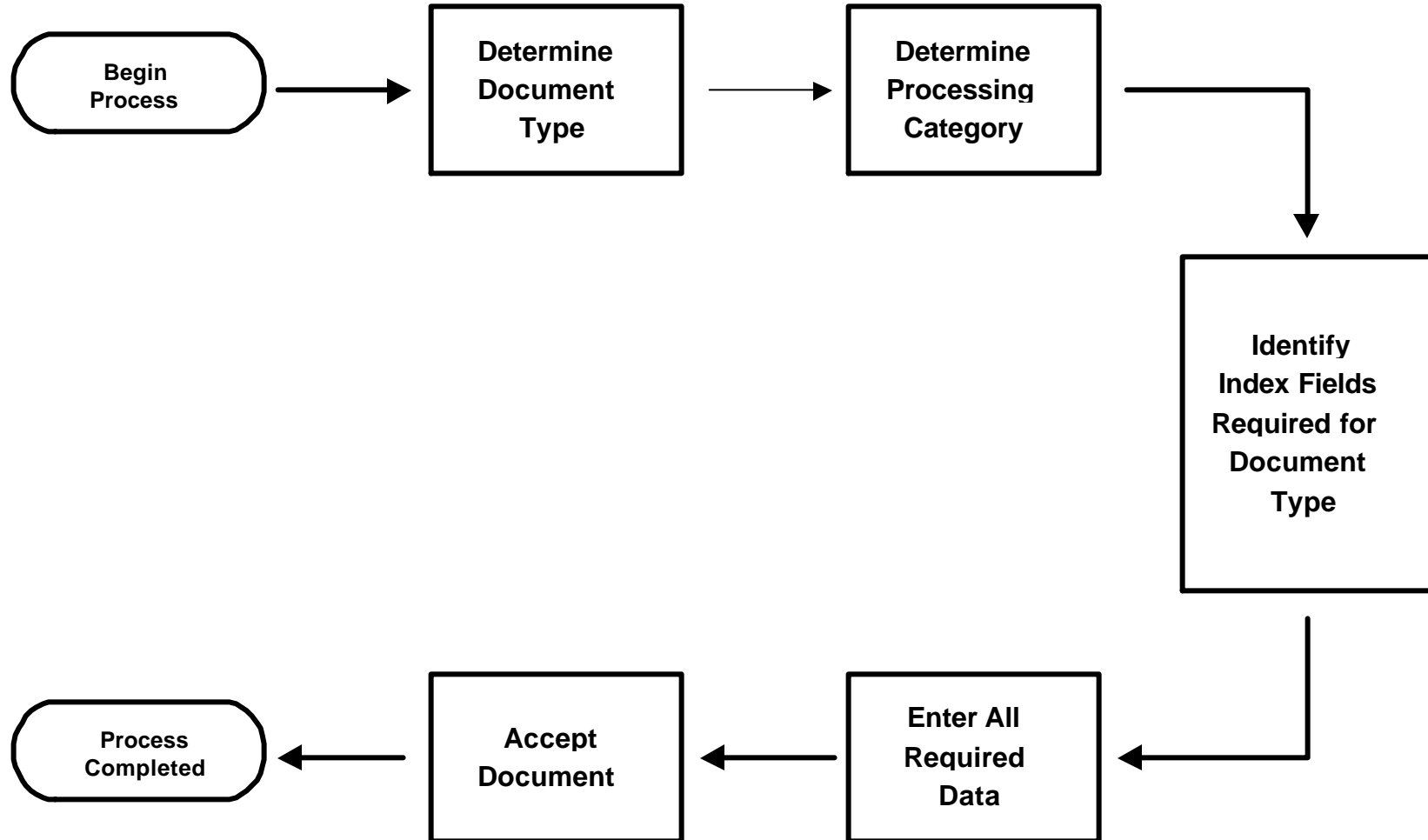
Document Scanning and Indexing

Electronic Document Management (EDM)/Contract Pay



Tier2 Indexing

Electronic Document Management (EDM)/Contract Pay



Tier2 Indexing (Example)

Electronic Document Management (EDM)/Contract Pay

The screenshot shows a software window titled "Tier 2" with a purple title bar and standard Windows window controls. The menu bar includes "File", "Edit", "Document", and "Help". The form contains several input fields and buttons. At the top, there are fields for "Document Type:", "Document Group:", and "Division:". Below these are fields for "Voucher Action Date:", "Date Document Scanned:", "Voucher Action Name:", and "Voucher Status:". A tabbed interface is present with three tabs: "Contract", "Payment", and "Extra Information". The "Payment" tab is currently selected. Under the "Payment" tab, there are eight input fields: "Shipment Number:", "Invoice Number:", "FMS Indicator:", "Invoice Amount:", "MOCAS Reason:", "Discount Req'd:", "Invoice Due Date:", and "Invoice Pmt Type:". To the right of these fields are two buttons: "Update Indexes" and "Close".

Document Type:	Document Group:	Division:

Voucher Action Date:	Date Document Scanned:

Voucher Action Name:	Voucher Status:

Contract	Payment	Extra Information
	Shipment Number: <input type="text"/>	
	Invoice Number: <input type="text"/>	
	FMS Indicator: <input type="text"/>	
	Invoice Amount: <input type="text"/>	
	MOCAS Reason: <input type="text"/>	
	Discount Req'd: <input type="text"/>	
	Invoice Due Date: <input type="text"/>	
	Invoice Pmt Type: <input type="text"/>	

Convenience Scanning

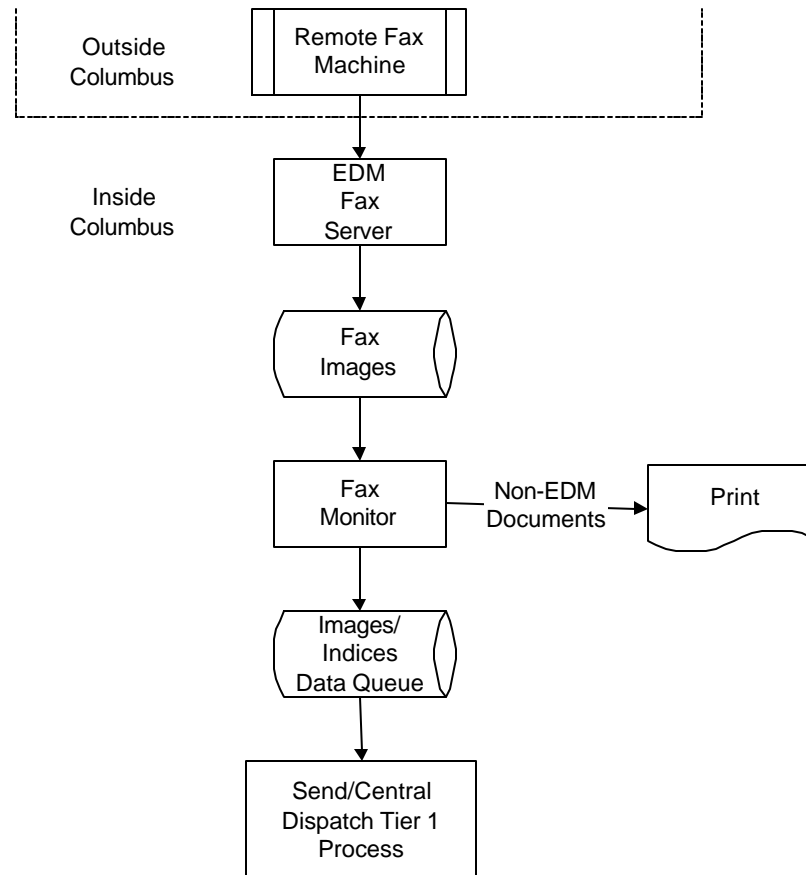
Electronic Document Management (EDM)/Contract Pay



- Convenience Scanning allows production personnel to scan and index documents and store them in contract folders.
- With Convenience Scanning, one person can perform the Tier 1 Indexing, Scanning and Tier 2 Document Indexing.
- Convenience Scanning application runs on a PC workstation connected to a mid to low speed scanner and performs the functions of the applications associated with the DCC Scanning Process
- Once the document is scanned and the user reviews and accepts the image, the document is copied to the Image Stores and registered in the OPEN/image Document Manager.
- A workflow case can be started from the convenience scanner workstation
- Used for **high** priority documents

Fax Gateway

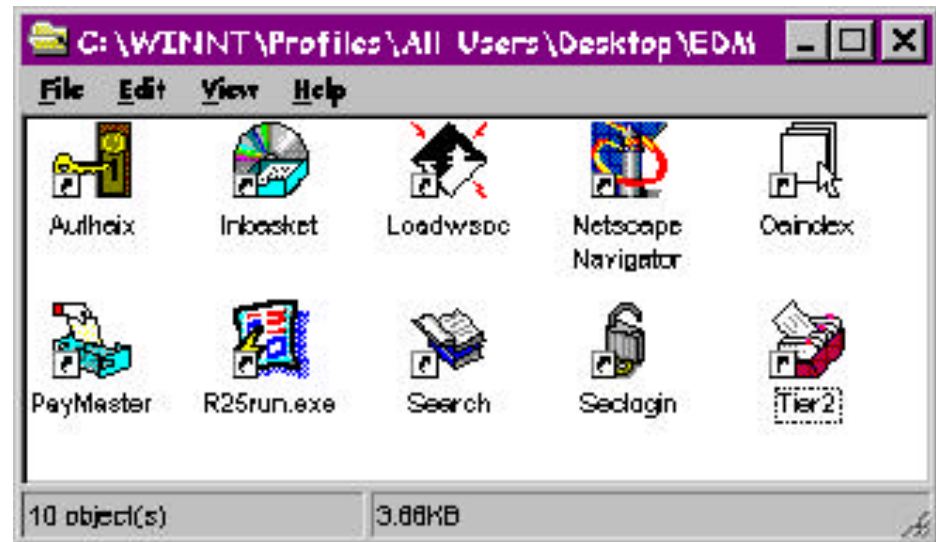
Electronic Document Management (EDM)/Contract Pay



Client Applications

Electronic Document Management (EDM)/Contract Pay

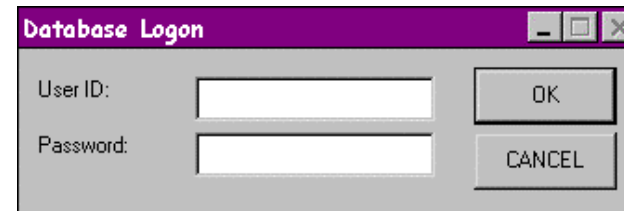
- Document Search
- Inbasket
- O/A Indexing
- Tier 2
- Management Reports
- Paymaster



Logging In to EDM/CP

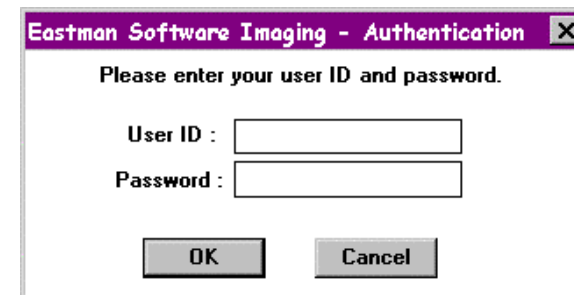
Electronic Document Management (EDM)/Contract Pay

- Database Login (Oracle)



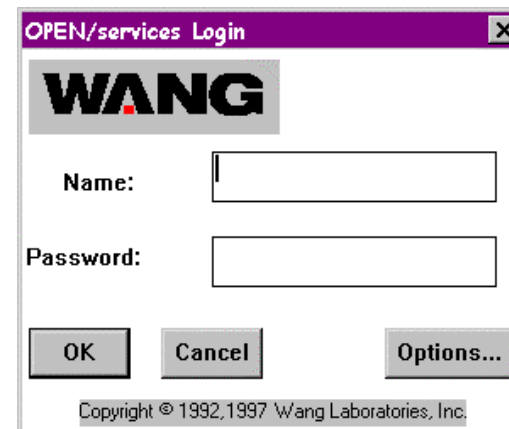
A dialog box titled "Database Logon" with a purple header bar. It contains two input fields: "User ID:" and "Password:". To the right of the "User ID:" field is an "OK" button, and to the right of the "Password:" field is a "CANCEL" button.

- *open/image* Login



A dialog box titled "Eastman Software Imaging - Authentication" with a purple header bar. It contains the text "Please enter your user ID and password." followed by two input fields: "User ID :" and "Password :". Below the input fields are "OK" and "Cancel" buttons.

- *open/workflow* Login

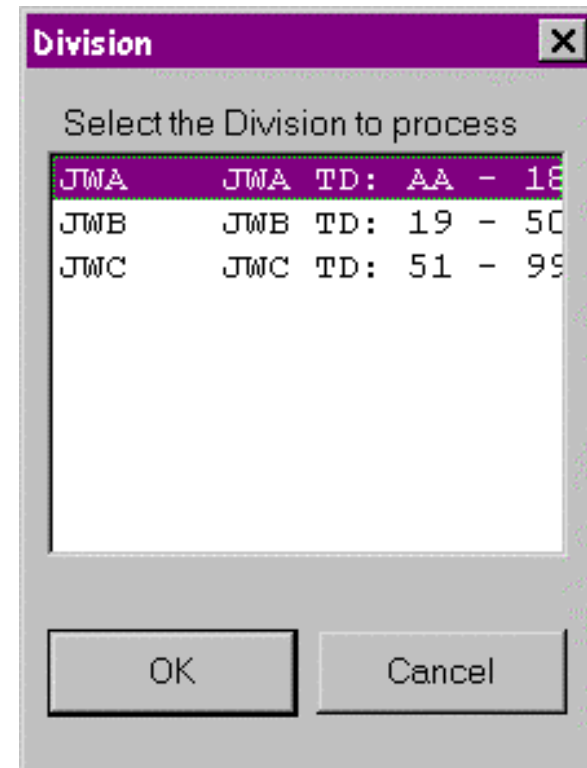


A dialog box titled "OPEN/services Login" with a purple header bar. It features the "WANG" logo in a grey box. Below the logo are two input fields: "Name:" and "Password:". At the bottom are "OK", "Cancel", and "Options..." buttons. A copyright notice "Copyright © 1992,1997 Wang Laboratories, Inc." is at the very bottom.

Selecting Area of Work

Electronic Document Management (EDM)/Contract Pay

- The user must select the payment area as part of the login process]
- This points them to the right workflow server



Document Search

Electronic Document Management (EDM)/Contract Pay

The screenshot shows a classic Windows-style application window titled "Document Search". It features a menu bar with "File", "Edit", and "Help". Below the menu bar are three tabs: "Search By", "Sort Order / Result Fields", and "Query Results". The "Search By" tab is active, displaying a search interface. At the top of this tab, there is a "Search by:" label followed by a dropdown menu currently set to "Contract Folder", and a "Run Query" button. Below this, there are six input fields for specific search criteria: "Contract Number:", "Delivery Order Number:", "Shipment Number:", "Scan Date - Start MMDDYYYY:", "Scan Date - End MMDDYYYY:", and "Document Type:". Each label is followed by its respective input field, which is either a text box or a dropdown menu.

Search by:	Sort Order / Result Fields	Query Results
<input type="text" value="Contract Folder"/>		<input type="button" value="Run Query"/>
<hr/>		
Contract Number:	<input type="text"/>	
Delivery Order Number:	<input type="text"/>	
Shipment Number:	<input type="text"/>	
Scan Date - Start MMDDYYYY:	<input type="text"/>	
Scan Date - End MMDDYYYY:	<input type="text"/>	
Document Type:	<input type="text"/>	

Document Search (Example)

Electronic Document Management (EDM)/Contract Pay

Document Viewer - [Voucher-82637]

File View Annotation Tools Window

1 of 2 50%

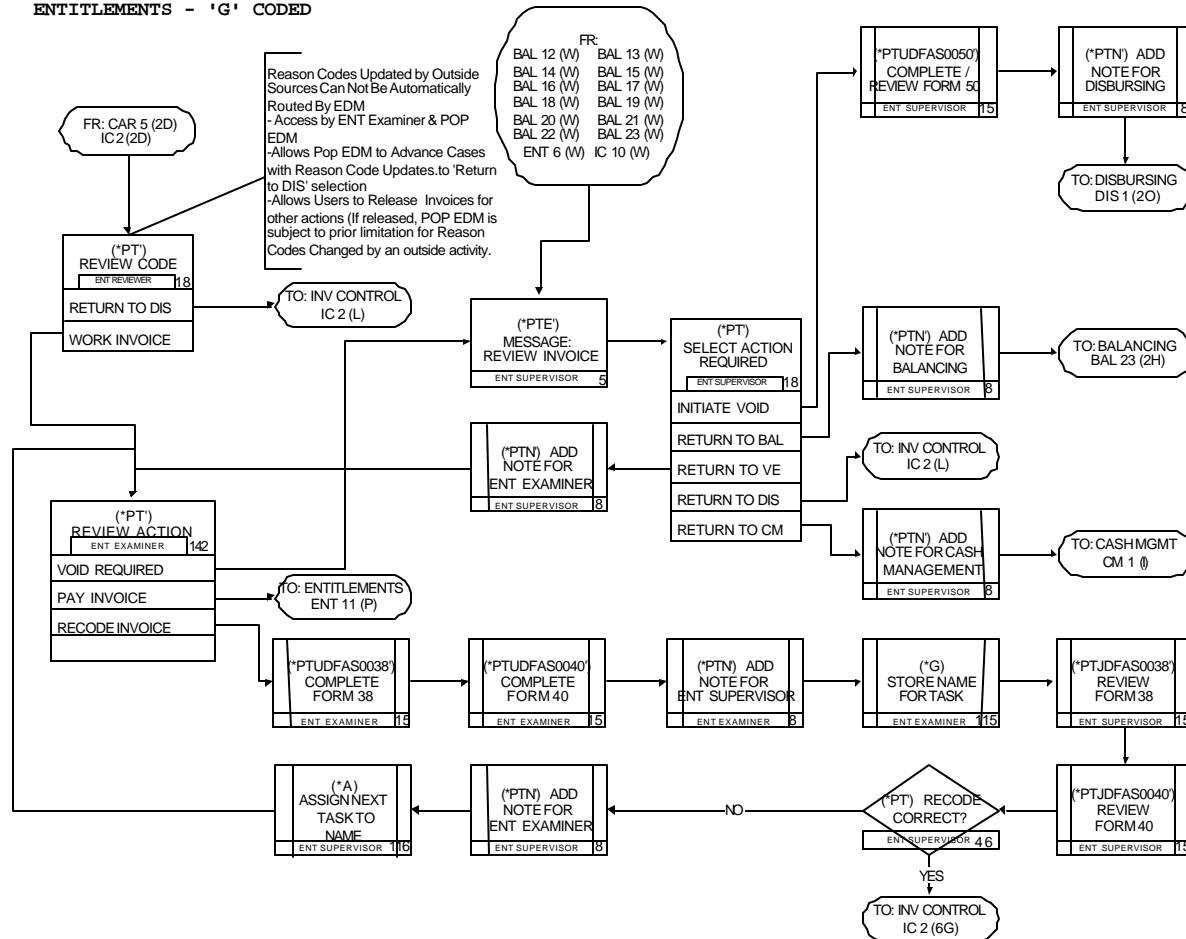
C. Ohio ORIGINAL *020*

Standard Form 1034 Revised January 1980 Department of the Treasury I TFRM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL		VOUCHER NO. 3		
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION SPAWARSSYSCEN SD Code D211, Bldg A33, Rm 1602W 53560 Hull Street San Diego, CA 92152-5001		DATE VOUCHER PREPARED 07/05/00		SCHEDULE NO.		
		CONTRACT NUMBER AND DATE -00-C-0016, 02		PAID BY 24/00		
		REQUISITION NUMBER AND DATE -9312-7196				
PAYEE'S NAME AND ADDRESS				DATE INVOICE RECEIVED		
				DISCOUNT TERMS		
				PAYEE'S ACCOUNT NUMBER		
SHIPPED FROM		TO		WEIGHT		
				GOVERNMENT B/L NUMBER		
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE		AMOUNT (1)
				COST	PER	
	06/01/00 06/30/00	For Detail see SF1035 - total amount of claim transferred from page 1 of 1 SF 1035. COST REIMBURSABLE - PROVISIONAL PAYMENT				\$3,575.80
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL						
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR: Provisional payment, Subject to BY later audit		EXCHANGE RATE XXX.XXX		DIFFERENCES
		TITLE Joanna Famiglietti, DCAA Auditor		Amount verified; correct for (Signature or initials)		
MEMORANDUM						

Using the Workflow and Inbasket

Electronic Document Management (EDM)/Contract Pay

ENTITLEMENTS - 'G' CODED



Inbasket Application

Electronic Document Management (EDM)/Contract Pay

EDM System

File View Documents List Supervisor Help

Role Selection Cases Task Case Documents Case Variables

Priority	Case Title	Status	Age	Procedure	Task
999	F3460198G0011TY17AEA0001	READY	19	Invoice Proc 339	Get
999	F3460198G0011UB05AEA0001Z*	READY	24	Invoice Proc 339	Pay
999	DAAE0796CX036 ADD0403	READY	27	Invoice Proc 339	Penc
999	N6554099M0925 ASC0006 *	READY	32	Invoice Proc 339	Penc
999	DAAH2399P0354 ZZZ6126 *	READY	47	Invoice Proc 337	Revi
999	N0038395GM121TZ8HABS0002Z	READY	32	Invoice Proc 339	Revi
999	N0014000DK0020002AAA0001Z*	READY	33	Invoice Proc 339	Revi
999	N0001999C1069 BVN0021	READY	33	Invoice Proc 339	Lette
999	F4160899M0943	READY	25	Invoice Proc 339	Revi
999	F0960395D0175RZ07BVN0005 *	READY	14	Invoice Proc 339	Revi
999	F0960395D0175RZ07BVN0006 *	READY	14	Invoice Proc 339	Revi
999	F0960395D0175RZ07BVN0007 *	READY	14	Invoice Proc 339	Revi
999	F0960395D0175RZ07BVN0009 *	READY	14	Invoice Proc 339	Revi
999	N0014000F0167 BVN0003 *	READY	46	Invoice Proc 337	Revi
999	N0002497C5184 PPRB029 *	READY	33	Invoice Proc 339	Revi
999	F3316597C2756 BVN0013 *3867	READY	42	Invoice Proc 339	Rec

Start Case More Cases Refresh List

Ready

Electronic Form Templates

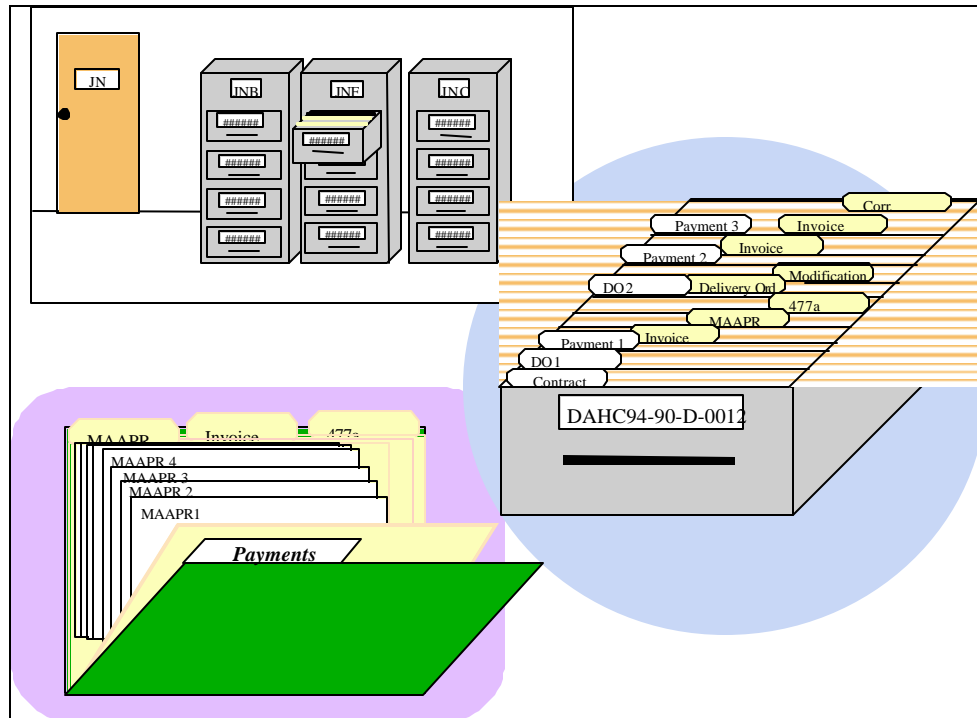
Electronic Document Management (EDM)/Contract Pay

- Processing of Contract and Payment Packages requires supporting documentation for interdepartmental requests and vendor actions
- The EDM system provides access to a library of form and form letter templates simplifying work for the user
- As the user navigates the workflow, form and form letter templates are automatically displayed by the Custom InBasket using MS-Word
- To ensure that the form reflects the document being processed, the InBasket maps case information to the template
- Once the user enters the remaining information, the InBasket saves the completed form on the Image Server, creates an entry in the document register and associates the document to the case.
- Completed forms that require review are automatically retrieved and presented to the reviewer as the case is processed through the workflow.

Electronic Folders

Electronic Document Management (EDM)/Contract Pay

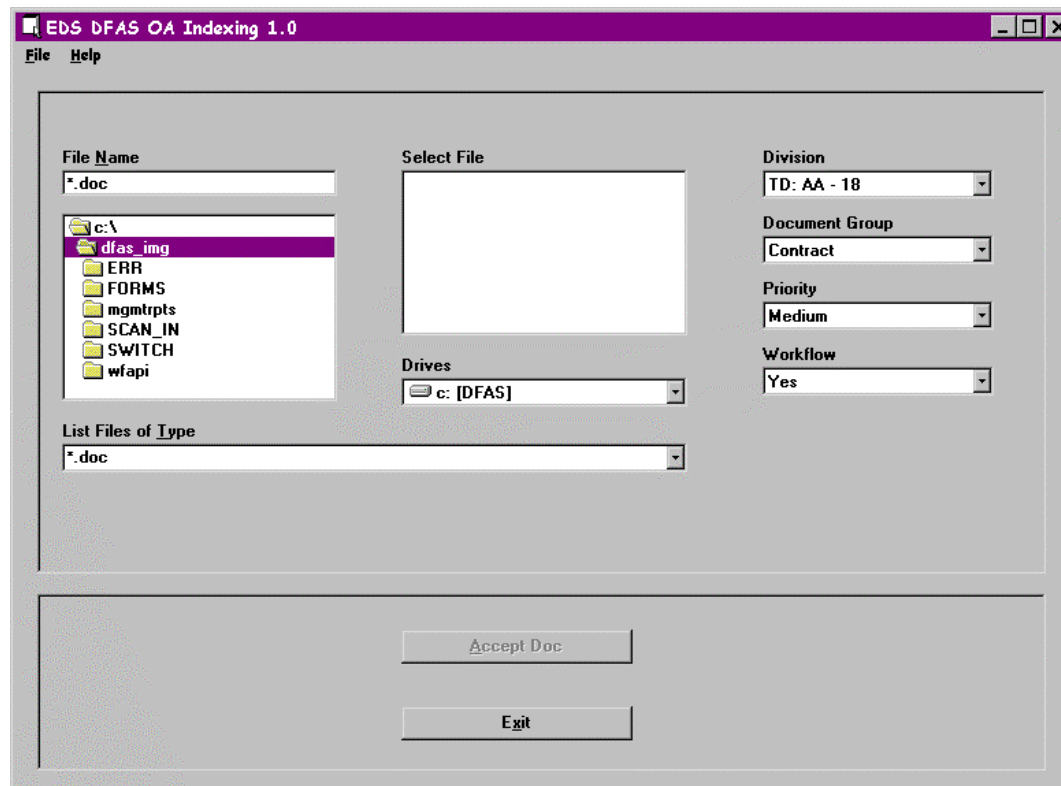
- Contract Folders
- Case Folders



Office Automation Indexing/Input

Electronic Document Management (EDM)/Contract Pay

- Input from Microsoft Windows applications, such as Word or Excel, can be used to create document files



Paymaster

Electronic Document Management (EDM)/Contract Pay

- The Payment Master is the primary user interface for the Disbursing Process. This application is used to view and process the Payment Table that is processed by Populate Tables and Auto Compare.

The screenshot displays the 'Pay Master' application window. The interface is divided into several sections:

- Current Payable Queue Listing:** A list of processing options on the left, including 'Balancing Review Complete', 'Balancing Successful Compare', 'Balancing Transaction Review', 'Exception Review', 'Exception Review Supervisor', 'Manual Compare', 'Manual Compare Supervisor', 'On Hold Waiting For Action - Exception Review', 'On Hold Waiting For Action - Invoice Processing', 'On Hold Waiting For Action - Manual Compare Paid', 'Prevalidation Successful Comparison', 'Problem Resolution', 'Problem Resolution Supervisor', 'Void Process', and 'Void Process Complete'. The 'Accessible' checkbox is checked.
- PAYABLES FOR REVIEW:** A table listing payables with columns: DSSN, TD, PIN, SPIN, Shipment, Service, and a status column. The table contains 17 rows of data.
- Buttons:** 'Refresh List', 'Release', 'Add Note', 'Queue Count' (showing 20), and 'View'.
- ADDITIONAL DOCUMENTS:** A table listing documents with columns: Doc Type, Doc Title, and Create Date. The table contains 10 rows of data.
- Buttons:** 'Detail', 'Sort', and 'End'.
- Footer:** An 'OK' button.

DSSN	TD	PIN	SPIN	Shipment	Service	St
07		DAA00196C0007		GDL0308	A	U
11		DAAE0790CA011		REF5057	U	U
11		DAAE0790CA011		REF5057	A	U
17		N0016798C0017		BYN0039	A	U
17		N0016798C0017		BYN0039	N	U
21		F0862693C0021		MEC0391	U	W
24		M6700496D0024	0038	BYN0014	N	U
32		SP070099D9732	0004	HK00012	U	N
32		SP070099D9732	0004	HK00012	S	U
33		N0018995C0333		PPRA048	N	U
51		N0010498G0851	5013	DAT0001Z	U	W
51		N0010498G0851	5013	DAT0001Z	N	W
51		N0010498G0851	5013	DAT0001Z	N	W
51		N0010498G0851	5013	DAT0001Z	U	W
79		N0010497C0179		REF0000	U	U

Doc Type	Doc Title	Create Date
DFAS0039	GDL0308	08/14/2000
DFAS0040	GDL0308	08/14/2000
DFAS457E	GDL0308	08/23/2000
DFAS457E	GDL0308	08/12/2000
DFAS477A	GDL0308	08/12/2000
DFAS477A	GDL0308	08/23/2000
Invoice	GDL0308	08/11/2000
Note Log	GDL0308	08/12/2000
Note Log	GDL0308	08/23/2000
UYFC08	GDL0308	08/07/2000
UYFC05	GDL0308	08/16/2000

Management Reports and Tools

Electronic Document Management (EDM)/Contract Pay

- Developed using Oracle/Developer 2000
- Users also have access to Cognos catalogs for adhoc queries
- Case tool also allows users to view data

